



## Administrative Support I

---

### Details

**Job ID :** 467

**Title :** Administrative Support I

**Job Code :** 401

**Salary :** \$1,667.00 (Monthly)

**Grade :** 4

**Tenured :** YES

---

### Job Departments

- Administrative Services - Accounting, Purchasing, Printshop, Reception
- Administrative Services - Auditing Services
- Court Services - Records and Statistics
- Drug Court
- Court Services - Education
- Technology Services
- Juvenile Services
- Office Of General Counsel
- Pretrial Services
- Court Services - Mediation
- Court Services - Clerk Services
- Court Services - Court Interpreting
- Court Services
- Administrative Services - Real Property
- Administrative Services

---

### Purpose

RESPONSIBLE FOR ADMINISTRATIVE AND CLERICAL DUTIES SUPPORTING THE DEPARTMENT STAFF AND PROGRAMS, INCLUDING THE PREPARATION, REVIEW, AND MAINTENANCE OF DEPARTMENT RECORDS AND POLICIES.

---

### Required Qualifications

**Education :** High School Graduate or GED

**Education Substitute :** None

**Experience :** 1 Year of Work Experience

---

### Job Skills/Abilities

- BASIC COMPUTER SKILLS
- EFFECTIVE COMMUNICATION SKILLS - WRITTEN AND ORAL
- SOME TRAVEL MAY BE REQUIRED
- MICROSOFT OFFICE

---

### Job Preferred Knowledge

- CUSTOMER SERVICE EXPERIENCE

---

### Job Duties

- MAY ANSWER DEPARTMENT PHONE CALLS
- MAY COORDINATE SCHEDULES AND/OR TRAVEL FOR STAFF AND/OR CONFERENCES/MEETINGS
- MAY PREPARE AND MAINTAIN A VARIETY OF DEPARTMENTAL DOCUMENTS AND RECORDS, INCLUDING DATABASES
- MAY MONITOR AND ORDER DEPARTMENT SUPPLIES AND/OR EQUIPMENT
- MAY MAINTAIN DEPARTMENT INVENTORY
- MAY ASSIST WITH INDIVIDUAL DEPARTMENT DUTIES SUCH AS SPECIAL PROJECTS, GRANTS, SITE VISITS, SITE AUDITS, COMPILATION OF JURY LISTS, TRACKING OF LEGISLATIVE BILLS AND OTHER INDIVIDUAL DEPARTMENT RELATED TASKS
- MAY PERFORM DEPARTMENT PERSONNEL FUNCTIONS



## Administrative Support I

---

### Job Duties

---

- MAY PRODUCE AND ASSESS REPORTS TO ASSIST IN STATEWIDE MANAGEMENT
- MAY HANDLE SPECIALIZED PROGRAM ELEMENTS IN THE ABSENCE OF MANAGERS
- OTHER DUTIES AS ASSIGNED



## Operations Supervisor

---

### Details

**Job ID : 235**

**Title :** Operations Supervisor

**Job Code :** 1407

**Salary :** \$3,538.00 (Monthly)

**Grade :** 14

**Tenured :** YES

---

### Job Departments

- Court Services - Records and Statistics
- Pretrial Services
- Court Services

---

### Purpose

KNOWLEDGE AND CAPACITY TO SUPERVISE, DESIGN, TRAIN, AND IMPLEMENT ALL ASPECTS OF STATEWIDE OPERATIONS.

---

### Required Qualifications

**Education :** 4 Year College Degree

**Education Substitute :** None

**Experience :** 3 Years of Related Experience

---

### Job Required Knowledge

- UNDERSTANDING THE REQUIREMENTS OF ALL SERVICES WITHIN PRETRIAL AND/OR COURT SERVICES
- 3 YEARS OF RELATED EXPERIENCE MUST INCLUDE PRETRIAL SERVICES OR RELATED COJ PROGRAMS/SERVICES

---

### Job Skills/Abilities

- EFFECTIVE COMMUNICATION SKILLS - WRITTEN AND ORAL
- USE OF TECHNOLOGY TO ACCOMPLISH OPERATIONAL GOALS

---

### Job Preferred Knowledge

- SUPERVISORY EXPERIENCE
- HISTORY OF BAIL
- HIGH DEGREE OF UNDERSTANDING OF PRETRIAL OR OTHER COJ SERVICES/PROGRAMS AND/OR THEIR SERVICES OPERATIONAL FUNCTIONS

---

### Job Duties

- COORDINATION WITH ALL AOC DEPARTMENTS AND OTHER GOVERNMENTAL AND PRIVATE SECTOR ORGANIZATIONS TO MEET ALL DEPARTMENTAL NEEDS
- ENSURING NECESSARY ADMINISTRATIVE FUNCTIONS ARE COMPLETED AS THEY RELATE TO PROGRAM STAFF
- FACILITATE THE OPERATION OF THE STATEWIDE PROGRAM IN THE ABSENCE OF THE MANAGER
- OTHER DUTIES AS ASSIGNED
- MAY INCLUDE NIGHTS, WEEKENDS, AND HOLIDAYS
- STATEWIDE TRAVEL AND OVERNIGHT REQUIREMENTS